

Accountant – Core (Advanced)
Wisconsin State Controller’s Office

POSITION SUMMARY

Under general supervision of the Financial Management Supervisor in the Accounting Services unit, the Accountant Senior position operates within the Wisconsin State Controller’s Office (SCO). In 2015, the State implemented the State Transforming Agency Resources (STAR) system. The PeopleSoft system utilizes numerous sub-systems to standardize the accounting for functional areas such as accounts payable, accounts receivable, projects and cash management. SCO accounting staff must become familiar with the STAR subsystems so they can assist the agencies with their accounting, reporting and operational needs. The Accountant Advanced position will perform functions of greater scope and complexity. Also, the Accountant Advanced position will develop and maintain enterprise policies and procedures and/or work on projects to improve the internal control, efficiency and effectiveness of the enterprise financial operations. This position will serve as a SCO Subject Matter Expert in a functional area and will more independently work on improving the efficiency and effectiveness of that area by developing and maintaining additional on and off-system processes and procedures.

The Accountant – Advanced position within the SCO will be trained on STAR subsystems and will perform the following functions:

- Enterprise Financial Operations and Accounting Support – Support the daily enterprise financial operations of the State of Wisconsin, and provide accounting support to agency accountants.
- Reconciliation – Reconcile STAR subsystems to the General ledger and/or to SCO subsystems.
- Enterprise Financial Reporting – Prepare a variety of daily, monthly and annual reports for the enterprise.
- Enterprise Policies and Procedures – Assist section managers in developing enterprise policies and procedures that improve the control, efficiency and effectiveness of the State’s financial operations.

The work activities for the Accountant - Senior position will be allocated within the SCO based on resource needs.

Time Goals and Worker Activities

35% A. Support the daily enterprise financial operations and accounting for the State of Wisconsin.

A1. Perform functions to ensure the timely deposit and recording of state receipts.

A2. Monitor the accounting for state receipts and ensure that bank deposits are recorded timely.

A3. Assist agencies to establish and maintain electronic and paper-based receipting applications and complying with Payment Card Industry (PCI) security requirements.

A4. Provide consulting to agencies in collecting and recording accounts receivable.

A5. Assist agencies in requesting Federal payments for grants.

A6. Perform functions to ensure the timely payment and recording of state disbursements.

- A7. Monitor the accounting for state disbursements and ensure that accounts payable are recorded timely.
- A8. Assist agencies in troubleshooting problems in processing their check and ACH payments within the pay cycles.
- A9. Assist agencies with the processing of specialized disbursement applications.
- A10. Assist agencies in recording payroll transactions.
- A11. Manage the enterprise 941 reporting including the transfer of tax payments to the Internal Revenue Service.
- A12. Perform functions related to the State's building program.
- A13. Ensure the accurate and timely accounting for State building projects within the Building Trust Fund or the Capital Improvement Fund.
- A14. Determine the cash needs of the building funds and inform the Capital Finance Office.
- A15. Ensure the accurate and timely accounting for the State's debt proceeds.
- A16. Perform a variety of billings and cost allocations.
- A17. Calculate the amount of Pension Obligation Bond costs to be allocated to the agencies.
- A18. Determine the amount of Financial Services costs to be charged to each agency.
- A19. Calculate the Central Services Costs allocated to the agencies.
- A20. Calculate the amount of interest to be reported to the U.S. Treasury under the Cash Management Improvement Act.
- A21. Administer the operations of the Local Government Investment Pool.
- A22. Receive, review, process and monitor the daily deposits and withdrawals of the pool participants.
- A23. Notify the cash manager of daily cash inflows and outflows.
- A24. Ensure that pool activity is accurately recorded within the enterprise accounting system.
- A25. Assist participants with questions about the pool or their investments.

20% B. Independently develop improved policies, procedures and best practices for Accounts Payable.

- B1. Serve as the SCO Subject Matter Expert (SME) in Accounts Payable.
- B2. Work with the STAR – Accounts Payable team to improve system usage and functionality.
- B3. Develop enterprise processes for virtual card payments.
- B4. Continue to increase the usage of ACH payments statewide by developing procedures for working with larger corporations on Electronic Data Interchange.
- B5. Work with the Business Partner Services Supervisor to expand the usage of the eSupplier Portal.

15% C. Perform financial reconciliations.

- C1. Assist in the bank to book reconciliation of deposits and disbursements.
- C2. Assist in the reconciliation of the State Investment Fund receipts and disbursements with the STAR system.
- C3. Assist in the reconciliation of Payroll accounting transactions between the Human Capital Management System and the General Ledger.
- C4. Assist in the reconciliation of expenditures between the Commitment Control Ledger and the General Ledger.
- C5. Assist in the reconciliation of revenues between the budget area and the General Ledger.
- C6. Perform an appropriation-level reconciliation between the Accounts Payable subsystem and the General Ledger.
- C7. Perform an appropriation-level reconciliation between the Accounts Receivable subsystem and the General Ledger.
- C8. Assist agencies in reconciling between the Project Costing subsystem and the General Ledger.
- C9. Reconcile Treasury subsystems with STAR.

10% D. Prepare a variety of daily, monthly, quarterly and annual reports.

- D1. Prepare the daily State Investment Fund worksheet.

- D2. Prepare the daily Disbursement worksheet.
- D3. Prepare the semi-annual schedule of debt service payments.
- D4. Prepare the monthly General Fund Cash Flow Report.
- D5. Prepare monthly General Fund revenue and expenditure reports.
- D6. Prepare quarterly letters to the Legislature on the General Fund cash flow.
- D7. Prepare monthly letters to the Chief Clerks on the use of interfund borrowing authority.
- D8. Prepare special charges reports.
- D9. Coordinate the statewide preparation of 1099-Misc and 1099-G forms from the STAR system.
- D10. Prepare the annual continuing disclosure report.
- D11. Assist in preparing the Annual Fiscal Report.
- D12. Assist in preparing the Comprehensive Annual Financial Report.

10% E. Developing enterprise policies and procedures that improve the internal control, efficiency and effectiveness of the State's financial operations

- E1. Develop updates for the Wisconsin Accounting Manual.
- E2. Develop updates for the Wisconsin Reconciliation Manual.
- E3. Develop updates to the year-end procedures.
- E4. Develop updates to a variety of forms used to capture financial information.
- E5. Develop updates to the Asset Management Policy and Procedures Manual.

10% F. Other duties as assigned.

- F1. Assist with a variety of projects to improve the internal control, efficiency and effectiveness of the enterprise financial operations.

Knowledges, Skills, and Abilities:

1. A four year degree with a major in Accounting, Certified Public Accounting license, or equivalent professional experience.
2. Ability to analyze highly complex financial data between three or more systems.
3. Subject Matter Expert knowledge of the cash management and treasury subsystems with STAR, including the accounting entries entered by State agencies.
4. Ability to analyze complex groups of PeopleSoft transactions.
5. Advanced-level knowledge of Microsoft Access, and Microsoft Excel.
6. Strong interpersonal communication skills.
7. Strong organizational skills with careful attention to detail.
8. Strong customer service skills.
9. A full understanding of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
10. Ability to apply GAAP or GAAS and be able to apply specialized theory and/or principles.
11. Knowledge of and demonstrated ability in working with the state accounting system or the agency's programs.